



**Secretary, Senior  
Administrative & Office Specialist II (# EM016)**

**Richmond, VA**

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for this clerical support position.

**Responsibilities:**

This position will provide a variety of secretarial support tasks such as typing, filing, reception, scheduling appointments, making reservations, sorting mail, transcribing, receiving occasional guidance in support of a higher level administrative, technical or professional. Work tasks routinely require discretion and interpretation of policies, procedures or processes. May provide guidance to other staff as an information resource.

**Skills/Experience:**

The ideal candidate will have Comprehensive working knowledge of general office practices and procedures; demonstrated skill and experience in operating computers, word processing & other automated systems; ability to manage office activities and administrative work; good communication skills to deal with agency executives, state officials, private industry executives and professionals and the general public. Strong skills in using Microsoft Office Products (word, excel, powerpoint, etc). Secretarial experience requiring performance of a variety of duties associated with activities of an executive office as described in the tasks & responsibilities of this position.

**Education:**

Graduation from high school or equivalent with strong emphasis on secretarial/office assistant or the equivalent combination of training & experience indicating possession of KSAs.

**Salary:**

Starting pay range \$20,424 to negotiable.

**How to Apply:**

A pre-appointment criminal record check and a background investigation are required. Apply on line at: [www.jobs.virginia.gov](http://www.jobs.virginia.gov) and complete a state application not later than July 21, 2006.

**An EQUAL OPPORTUNITY EMPLOYER.**